



JOHN L. SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

POSITION: ASSISTANT TOWN CLERK (Part-time)	PAY RANGE: \$14 - \$17/hour	CLASSIFICATION/ GRADE: Part-time	EEOC
LOCATION:  Town Hall	APPLY BY:  February 4, 2011	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

### ESSENTIAL FUNCTIONS:

- Occasionally provides backup support for the Town Clerk.
- Records and indexes land records.
- Prepares and scans land records for archival retention.
- Utilizes proprietary computer software (e.g., Cott Resolution) to receive in and calculate recording fees and conveyance taxes for deed transfers, survey maps, trade name certificates and other recorded instruments.
- Assists in preparation and issuance of absentee ballots and all other facets of general and special elections.
- Assists in voter registration.
- Records and indexes all vital statistics: births, deaths, marriages.
- Receives veterans' discharge papers for recording.
- Files Town Council minutes and other records as required.
- Administers oath of office to elected and appointed officials.
- Receives fees and issues licenses for dogs and sportsmen.
- Processes claims against the Town of Newington.
- Provides assistance to title searchers, attorneys and members of the public.
- Composes routine reports for review and signature by Town Clerk.
- Performs other related work as required; reports work accomplished to Town Clerk.
- Averages approximately 15 hours per week, no benefits.
- Additional hours may be required during busy periods/vacations.

### MINIMUM QUALIFICATIONS:

- Associate's degree and 2 yrs exp. in governmental administration preferred.
- The ability to become a Notary Public
- Designation as Certified Municipal Clerk highly desirable.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507  
townmanager@newingtonct.gov  
www.newingtonct.gov